



## IMPORTANT ANNOUNCEMENT

September 2017

### Revised deadlines for completing the Health and Safety required trainings

To all licensed and license-exempt providers participating in the Child Care Assistance Program (CCAP):

The deadline for completion of the required Health and Safety trainings has been extended. An orientation period for new providers has also been established.

**Current CCAP Providers:** Providers approved for CCAP payments before 10/1/17 will now have an extended period to complete the required Health and Safety trainings in order to remain eligible for CCAP payments. The due date for this training is still to be determined; however, your prompt completion of all required training is appreciated.

**New Providers:** Individuals hired for a licensed or license-exempt center must complete all required trainings within 90 days of hire in order for the center to maintain CCAP eligibility.

\*\*\*If you are a Licensed Home Based Provider, the 90-day orientation period begins on the date you are approved for CCAP payments.

- All Health and Safety trainings must be completed within the 90-day orientation period in order to continue receiving payments from CCAP. This includes any assistants that may be hired per IDCFS parameters.
- To be able to work with children unsupervised, providers and assistants **must complete** the CPR/First Aid and the Child Abuse and Neglect/Mandated Reporter trainings. Providers who have not completed these trainings cannot be approved for CCAP unless they are supervised.
  - Only providers who completed all of the required Health and Safety trainings can supervise new providers and assistants while they complete their trainings, and still receive CCAP payments.

\*\*\*If you are a License-Exempt Home Provider you must complete the CPR/First Aid training and Child Abuse and Neglect/Mandated Reporter before you can receive CCAP approval. You will then

have 90 days from CCAP approval date to complete the remainder of the required trainings or be canceled from all active cases until the trainings have been completed.

**All providers** must complete the additional Child Development training. The due date for this training is still to be determined; however, your prompt completion of all required training is appreciated.

Completion of the mandatory training will **only** be tracked from the Gateways to Opportunity Registry and you **will not** be required to submit any trainings documents to IDHS. IDHS will check the Registry to ensure compliance. Keep copies of your current training documents in your file for 5 years. You must be able to produce a copy when requested by IDHS as proof of training completion.

Please note that for the purposes of the CCAP, a **school age child** is a child ages 5-13 (or through the age of 18 if approved for CCAP due to a special need or court order) who is enrolled in school. A five year old child is considered school age **only when** enrolled in a school based kindergarten. This enrollment does not include a before/after school program. Keep this definition in mind when reviewing the trainings that you are required to complete.

Please visit the IDHS web site for additional information on the training requirements at <http://www.dhs.state.il.us/page.aspx?item=87061>

If you need specific information about the required Health and Safety and the Child Development trainings, or how to register in the Gateways to Opportunity Registry to self-report your training, please contact your local CCR&R.

If you have any questions regarding this notice, please send them to [dhs.ccap-reauth@illinois.gov](mailto:dhs.ccap-reauth@illinois.gov)